

**JOINT MEETING MINUTES OF
AGRICULTURAL & EXTENSION COMMITTEE/LAND & WATER
CONSERVATION COMMITTEE AND BUILDINGS & GROUNDS COMMITTEE
JUNE 20, 2011**

Present: Jim Sharon, Buildings & Grounds Chair; Tom Rudolph, Ag & Extension/Land & Water Conservation Chair; John Hoffman; Paul Dean; Scott Holewinski; Greg Berard; Romelle Vandervest; Billy Fried; Carol Pederson; Bob Evsich, FSA Representative; Dan Kuzlik, UWEX Community Resource Development Agent/Department Head; Joe Brauer, Rhinelander-Oneida County Airport Manager; Dianne Jacobson, Department on Aging Director; Kerri Ison, UWEX Secretary; Curt Krouze, Buildings & Grounds Director; John Potters, County Coordinator; Bob Evsich, FSA representative; and LuAnn Brunette, Buildings & Grounds Leadperson.

CALL TO ORDER

Chairman Rudolph called the Agricultural and Extension Committee/Land & Water Conservation Committee to order at 1:30 p.m. in the lower level of the UW-Extension meeting room located in the lower level of the Rhinelander-Oneida County Airport. Chairman Sharon called the Buildings & Grounds Committee to order at 1:30 p.m. It was noted that the meeting notice had been properly posted and mailed in accordance with the Wisconsin Open Meeting Law and accommodations would be made for qualified individuals pursuant to the Americans with Disabilities Act.

APPROVE AGENDA

Motion to approve the joint agenda by Vandervest/Dean. All aye on voice vote.

PLANNING FOR UW-EXTENSION DEPARTMENT MOVE TO THE ONEIDA COUNTY COURTHOUSE AND THE CONSOLIDATION WITH LAND AND WATER CONSERVATION STAFF

Krouze explained that we are in the process of remodeling the facility formerly known as the Northern Advantage Job Center, in which public health will be relocated. He explained that approximately 4,900 square feet will be vacated by that move, and it has been previously discussed to consider moving the extension department back to the courthouse. He stated the need to be aware of ramifications for the all involved in this process, including the airport, extension, land conservation, etc. He discussed the need for all involved parties to be aware of this discussion.

Supervisor Dean discussed the need to have this space rented for the airport. He stated that he felt it would not be a good move unless another tenant would be found to rent this space. He discussed possible costs that could be incurred.

Supervisor Holewinski questioned how much rent is paid from the buildings & grounds accounts to cover the cost of the rental of space for the extension office at the airport.

Brauer explained the airport's funding, noting their budget is subsidized by the county and city. He discussed potential shortfalls and that such a shortfall would have to be made up by the city and county.

Supervisor Dean discussed the need for security to be addressed that would be needed for after-hour and weekend meetings, noting this is an issue that should be looked at, and could be more of an issue in the future.

Krouze stated that at the present time when evening meetings take place at the courthouse, members of the cleaning staff are alerted to the meeting, and they watch the door; he noted that this department is short-staffed at this time, so this is an additional burden on the limited cleaning staff. He discussed the number of night/weekend meetings currently offered by the extension office.

Supervisor Holewinski suggested that the extension department could use the job center for night/weekend meetings.

Supervisor Hoffman explained that it could be possible to create a way to block the north entrance by the health department so it could be blocked off from the rest of the building.

Supervisor Dean questioned if there is security now at the courthouse during after-hour meetings.

Krouze stated there is cleaning staff present, but not security people. He discussed how access to the building is achieved.

Dean stated the need for good security. He discussed the need to look into this.

Chairman Rudolph stated the alternative of holding their meetings at the job center is a good alternative, if the proposal to move the department to the courthouse is even feasible.

Kuzlik noted that the airport is here for transportation service; if another airline comes in and the space is needed, the extension office would be out. He stated that the savings by combining departments with land conservation would not be attained until such time that the two departments could be co-located. He noted that the extension copy machine is gone, and the department can't get another one until the buildings & grounds committee approves the purchase. He stated that he and the other department heads need this information as the budget process begins. He indicated that he could create a budget that will save more than the \$20,000 that could be incurred with the move to balance airport budget,

if staff with land conservation can be combined. Kuzlik stated that airport maintenance staff is the security at the airport during their evening or weekend meetings.

Kuzlik stated he saw no problem with using the job center space, noting he had been in the facility when it was occupied by the previous tenant.

Committee members asked for any negatives that would affect the extension office if it were to be moved back to the courthouse.

Kuzlik stated that the only negatives he could foresee would be if meeting space at the job center isn't available. He discussed the meeting space that is currently used at the airport.

Chairman Rudolph stated that when the merge with land conservation was proposed, it was with the idea of a move of the departments into a common area. He stated that this is part of the overall plan. He noted that the county has a committee working on the consolidation of committees and departments, and this would be one of the first steps of consolidation. He stated that this is the way to go, and mutually advantageous if the two could be merged into a common area.

Potters arrived at 1:50 p.m.

Brauer concurred, that this was set in motion several years ago. He noted that the sooner a decision is made, the sooner we can look for someone to rent the space.

Motion by Vandervest to have buildings and grounds move forward with the proposed move of the UW-Extension to the courthouse with this committee's support, and with soil and water in a common area with extension. Second by Pederson. Discussion followed. Committee members directed Krouze to bring a plan to the Buildings & Grounds Committee after collaborating with Kuzlik. Supervisor Holewinski directed that the remodeling to achieve this move should be minimized. Krouze noted there will be a cost; it won't be free. The motion was called for: all aye on voice vote.

Members of the Buildings and Grounds Committee moved to the airport conference room at 2:00 p.m., while members of the Ag and Extension Committee remained in the extension conference room to deliberate the balance of items on their agenda.

APPROVE MINUTES

Motion by Holewinski/Hoffman to approve the minutes of the June 6, 2011 meeting. All aye on voice vote.

Chairman Sharon noted that Supervisor Dean would be considered excused from this portion of the meeting, as he stayed in the continued Ag & Extension Committee meeting, being a member of that committee as well as the Buildings & Grounds Committee.

PROJECT UPDATES

Phase I

Krouze related that miscommunication occurred between city officials and the architect, who is now in the process of obtaining state-approved architectural plans for phase I of the project. Krouze stated that he received a call from the city inspector's office, requesting state-approved plans, noting the state inspector is working with the general contractor to have the plans approved. Committee members discussed their dissatisfaction with the architect. Krouze indicated that no additional problems were foreseen, and the project is proceeding. He stated that the city has not issued a stop work order at this point.

Krouze reported the air intake chase is boxed in, the brick veneer is there for the facade, the awnings have been torn off, the dairy board has been installed in the kitchen, the plumbing rough-in is complete, the drywall in the main area is nearly complete, the kitchen components have been measured and ordered, and the ceiling will be installed on Thursday. Krouze stated that he didn't think there would be an issue with the project meeting the deadline.

Krouze discussed the plan to have the same contractor address the sub floor issues on the second floor.

Supervisor Holewinski suggested that Krouze hire him direct and save the trip charge.

Krouze reported that he has requested screening for the hood be looked into, so it isn't so visible; he reported he would be getting a cost to see if it should be considered.

Phase II

Krouze reported the engineers for hvac were here last week, and the architect is writing the last of the specs and finalizing the floor plans. He noted that he made sure they would submit for state-approval on phase II. Krouze continued with his report: ITS will be in to do data and power locations, and Paul Gordon will have fiscal information on the projected cost of phase II. He stated that the general contractor feels it will come in budget. Krouze discussed the need to examine the specs before putting phase II out to bid to reduce costs. Krouze reported he anticipated the rough draft would be available prior to the July 7th meeting.

The meeting time for July 7th was changed to 1:00 p.m. to accommodate the architect.

Cost of furnishings and flooring was discussed as a possible place to cut costs to assure the project comes in under budget. Jacobson stated that fund raising could be done for furnishings, and possibly might also cover the cost of flooring, noting the commission on aging is sensitive to this issue.

Sheriff's Department Storage

Krouze stated he thought he would have plans for committee review, but Venture indicated that they had conflicts with their spec writers and vacation schedules, so he anticipated the plans would be available before the July 7th meeting. He discussed the proposed bid schedule.

NON-BUDGETED ITEM REQUESTS

There were no requests at this time.

BILLS, VOUCHERS, BLANKET PURCHASE ORDERS

Motion to approve Holewinski/Hoffman. All aye on voice vote.

PUBLIC COMMENT

There was no public comment.

ITEMS FOR NEXT AGENDA

Items were discussed as: selecting a name for the job center building; the final draft of the RFP for sheriff's department storage, and updates on phase I and phase II.

UPCOMING MEETING DATES

The next meeting dates were reviewed as Thursday, July 7, 2011 at 1:00 p.m. at the job center, and Monday, July 18, 2011 at 9:00 a.m., with the meeting location to be determined.

ADJOURNMENT

Motion to adjourn the meeting at approximately 2:35 p.m. by Fried/Hoffman. All aye on voice vote.

Jim Sharon,
Chairman

LuAnn Brunette,
Committee Secretary